

P/S file

WAIS, Inc.

STAFF MEETING AGENDA

July 25, 1994

I. Weekly Business Reports

- A. Accounts Receivables report
- B. Human Resources report/^{admin}
- C. Sales report
- D. Product Development report
- E. Services Development report

II. Meeting objective

- A. Somebody think of one, quick!

III. Issues for the week

- A. Space Wars (Dia)

IV. Summary



BOOKINGS:

<u># OF NEW ORDERS FOR WEEK</u>	<u>BOOKING \$ NEW ORDERS FOR WEEK</u>	<u>TOTAL BOOKINGS YTD FY95</u>	<u>% OF YTD GOAL</u>	<u>% OF FY 95 GOAL</u>
4	\$185,000	\$473,000	189%	15.7%

(Assumes \$250,000 monthly goal for YTD FY95 (July 1994) and \$3M goal for FY 95)

REVENUES or COLLECTED RECEIVABLES

<u>\$ COLLECTED THIS WEEK</u>	<u>TOTAL \$ COLLECTED YTD FY95</u>	<u>% OF YTD GOAL</u>	<u>% OF FY 95 GOAL</u>
\$162,000	\$527,000	211%	17.5%

(Assumes \$250,000 monthly goal for YTD FY95 (July 1994) and \$3M goal for FY 95)

DEFINITIONS OF PERCENTAGES ON THE FORECAST

30% = At least one customer contact and initial presentation completed (can be via telephone). WAIS salesperson has gathered information in an account plan, and has some assurance that management agrees that there is a potential fit. The WAIS salesperson/contact understands the application, hardware and software platform, and understands the business need of the client.

40% = Customer agrees WAIS Inc. is a fit, customer has stated that funding is available in the month that the sale is forecasted. More than one customer visit completed, and a specific configuration has been discussed.

50% = The facts that should be in a proposal, letter agreement, or quotation are agreed upon with the customer, or configuration has been discussed and the confirming configuration/detail quotation is the next step. The competition has been identified and addressed by WAIS Inc. and the customer recognizes the features that are unique to WAIS Inc.

60% = Customer calls completed. Any demonstration/evaluation units required have been installed and the customer agrees the WAIS Inc. proposal/solution is working satisfactorily or the demo process is complete. Proposal or hard copy quotation have been submitted to customer. Competition known by WAIS Inc. and customer, and customer has stated that WAIS Inc. is the preferred solution. The project is funded and if submitted to purchasing/procurement, the purchasing department would not reject the project for "lack of funding/money".

70% = Proposal accepted by customer and questions/details discussed and agreed upon (in the case of production services the customer has agreed upon a starting point and what should be delivered in a prototype). Customer has stated "you win WAIS" from a customer representative that is authorized in committing the business (such as a department manager with signature authority for the funds agreed to in the proposal/quotation).

80% = Customer internal paperwork has been submitted to purchasing/procurement with the customer's internal requisition number on the paperwork - or similar paper trail with WAIS Inc. understanding the steps from this point to receipt of purchase order by WAIS Inc.

90% = Verbal PO received from authorized customer representative such as purchasing agent or management person with the authority to procure the products and commit dollars equal to the WAIS Inc. quotation to the customer.

100% = Hard copy purchase order received by an authorized WAIS Inc. office (an office is the business location of a WAIS employee, not an authorized VAR or distributor).

Development Schedule

WAIS DEVELOPMENT SCHEDULE								
last updated 7/24								
	WAISServer Version 2.0	Support	AOL	Fulcrum	V2 Prot Tools	WAISGate	WAISForwarder	Parser Toolkit
week of	Harry	Ben	Ben	???	Saint	Saint	Kevin/Dan/St	Kevin
25-Jul	range search	new features	on demand		server	Ship Cli Alpha		documentation
1-Aug	portable files	testing tools	...		server		use Cli toolkit	
8-Aug	multi-db	release notes	...		misc		documentation	
15-Aug	kevin/AOL move	testing tools	...			Ship Srv Alpha	relevance FB	documentation
22-Aug	Ship Beta	test beta	admin beta tst		ST vacation	ST vacation		
29-Aug	thesaurus	China	...	Ship	Ship (will slip)			
5-Sep	eval/identd	documentation	...					
12-Sep	misc	porting	...					
19-Sep	misc	packaging	...					
26-Sep	Ship	test ship	...					
3-Oct			bug-track sys					
10-Oct			faq generation					
17-Oct								
24-Oct								
31-Oct								

Development Schedule